

LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS
Office of Motor Vehicles

Procedures for Submitting Background Check Documents

The Louisiana Child Protection Act requires you to submit fingerprints for a background check. Please take this letter along with the completed forms to your local law enforcement agency or Louisiana State Police Headquarters, 7919 Independence Blvd., Baton Rouge to be fingerprinted. Two sets of fingerprints are required. Effective January 1, 2017, ALL background checks shall be processed by LSP. A Right to Review submitted to our office will not be accepted.

State Police Headquarters will charge a \$10 fee (money order, cashier's check or credit/debit card only) to be fingerprinted. Other law enforcement agencies may charge a different fee.

Review the background check documents carefully before sending the packet to OMV. Include the money order or cashier's check in the amount of \$39.25 for each background check made payable to Department of Public Safety. You may combine the fees for multiple instructors on one check.

Each fingerprint must show the pattern of each finger very clearly. Look for the ridges and lines on each finger's prints.

Reject the cards if:

- ❖ you cannot clearly see the lines of the pattern for each finger;
 - ❖ the print quality is poor or blurry;
 - ❖ the prints are spotty or messy;
 - ❖ the prints are too dark or too light.
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- ❖ **Review FP Cards for complete information and signature of the applicant.**
 - ❖ Applicant signed Card/s? *This is required.*
 - ❖ Does the Card indicate M/F and Race? This is the minimum information LSP requires. LSP would like to have the other boxes filled in on the card if possible.

Before the completed background check is sent to OMV send by email the name/s of instructors and school to ladrivingschools@dps.la.gov. Results will take four to six weeks. For a faster procedure, contact the Training Certification Unit.

Mail the two sets of fingerprints to:

Office of Motor Vehicles
Attention: Training and Certification Unit
P. O. Box 64886
Baton Rouge, LA 70896

You may contact our office if you have any questions.
Training Certification Unit (225)925-1795 (225)925-2869 ladrivingschools@dps.la.gov

Due to the Federal Privacy Act no information may be shared on any background check from one agency to another.